

DESERVING AIRMAN COMMISSIONING (DAC) PROGRAM

AFI 36-2005

INFORMATION PACKAGE



STRIPES TO BARS

94th AIRLIFT WING
DOBBINS AIR RESERVE BASE, GEORGIA

DESERVING AIRMAN COMMISSIONING PROGRAM

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INTRODUCTION

OBJECTIVE

The Reserve Airman Commissioning Program, AFI 36-2005, is designed to select highly recommended enlisted members for leadership roles as officers. Commission tendered is Second Lieutenant. Eligible enlisted members who demonstrate outstanding leadership abilities may fill vacant positions in grades Captain through Major. Selection is an honor reserved for the most qualified, motivated and deserving individuals.

POLICY

- AFI 36-2005, Appointment in Commissioned Grades and Designation and Assignments Professional Categories – Reserve of the Air Force and United States Air Force
- Unit Commanders advertise the vacant position through Personnel Employment, at x-5674 and notifies the Wing Retention Office at x-5003 that a DAC position exists within their unit

UNIT RESPONSIBILITIES

The applicant's unit of assignment must:

- Determine if the applicant meets the eligibility
- Schedule the applicant for medical examination
- Quality check forms to ensure neatness and legibility
- Contact the Wing Retention Manager at x-5003 for guidance

94 MSS/DPMT RESPONSIBILITIES (TRAINING)

- Only test those members who has a written recommendation to take the AFOQT from their commander
- Schedules the applicant for the Air Force Qualifying Test (AFOQT)
- Testing dates are the third Wednesday following the UTA
- Contact the Base Education Office at x-4000 for specific dates and times

94 MSS/DPMSC RESPONSIBILITIES (WING RETENTION MANAGER)

- Help applicant complete and assemble the required forms that make up the application package

GAINING UNIT RESPONSIBILITIES

- The gaining Unit commander will notify the selected member and the member's current commander
- The gaining unit is responsibly for ensure the member gets all the uniforms for AMS IAW AFI36-3014. The gaining unit prepares the orders for the member to attend AMS.

ELIGIBILITY CRITERIA

Reference AFI 36-2005, Chapter 2, paragraph 2.1

- Be of high moral character and personal qualifications
- Be a United States citizen
- Be medically qualified or medically acceptable with waiver for an AF commission, according to AFI 48-123, Medical Examination and Medical standards
- Be at least 18 years old and less than 35 years old at the time of Second Lieutenant
- Have a bachelor or higher degree from an accredited university at time of DAC board
- Understand that to be eligible for retired pay under Title 10 U.S.C., Section 12731, the last 6 years of qualifying service must be a member of any category names in Section 12732(a)(1) of this title, but not while a member of a Regular component, the Fleet Reserve, or the Fleet Marine Corps Reserve.
- Never before have held a commission
- Agree to meet the training requirements for the training category in which assigned, and remain assigned for 3 years (non-rated officer) or 5 years (rated officers) after appointment. Applicant will complete a statement of understanding.
- Agree in writing to attend officer training, Academy of Military Science (AMS). This is a six-week course, by the Air National Guard, designed for enlisted members who are becoming an officer. You are not commissioned until you graduate from this course.
- Achieve the minimum passing AFOQT score:
 - Non Flying Duties
 - Must meet the minimum score requirement in the Verbal (15 percentile), Quantitative (10 percentile) and Academic Aptitude (15 percentile) composite. Have a combined composite score of at least 100 in academic aptitude, verbal and quantitative.
- If applying for an ART position, qualify for the required civil service rating of the position

CONTENTS OF THE DAC PACKAGE

- Military and Civilian Resume
- AF Form 1288, Application for Reserve Assignment (see page 6)
- AF Form 24, Application for Appointment
- AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force (see page 6)
- DD 2807-1, Report of Medical History and DD 2808, Report of Medical Examination (provide after selection)
- Member's Waiver(s) Request (if applicable)
- Commander's and Supervisor's Letter of Recommendation
- AF Form 2030, USAF Drug Abuse Certificate
- Personnel Security Investigation Printout (Contact your Unit Security Manager)
- DD Form 785, Record for Disenrollment from Officer Candidate Type Training (if applicable)
- Copy of Record Review Listing (available on vMPF)
- Last Five EPRs or if none rendered provide Statement of why not
- AFOQT Scores -
- All Official college Transcripts (with a raised seal, no copies)
- Prior Service Records (DD Form 214/215 if applicable)
- Promotion Non-Selection Statement (if applicable)
- Statement of Understanding (Attachment 1)
- AF Form 357, Dependent Care Responsibilities (if applicable)

EXPLANATION OF FORMS

All Air Force Forms can be located on the internet at www.e-publishing.af.mil and all Department of Defense (DD) Forms can be located on the internet at www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm.

The following information is provided for specific forms:

1. DD Form 398-2, National Agency Questionnaire, and DJFD Form 258, Armed Forces Fingerprint Card
This must be completed if you do not have a security clearance. If you do have a clearance, then you will need to obtain a copy of your JCAVS Person Summary from your unit security manager.
2. AF Form 24, Application for Appointment as Reserves of the Air Force or USAF without Component
Enter all civilian employment during the last 10 years; explain in detail; include a copy of the job description offer each position held if available; if you were attending college full time, so state and show the major field of study.
3. AF Form 357, USAF Statement of Understanding, Dependent Care Responsibilities
Complete this form only if you are military married to another military member, single parent, or guardian of dependents; you do not need to complete this form if you are single without dependents or married to a non military spouse.
4. AF Form 1288, Application for Reserve Assignment
Complete this form and leave section 16 vacant and have unit commander sign.
5. AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force
Complete pages 1-4 and Section II of page 5. Leave the rest blank as this is for the interview with the gaining unit commander. On page 5, Section II, must be signed by Education & Training Office at ext. x-4000.
6. DD Form 2807-1 Report of Medical History and DD Form 2808, Report of Medical Examination
The physical will not be accomplished until the member has been selected for a valid vacant position within the wing. At that point, the Unit Health Monitor will schedule an appointment with the 94 ASTS. Questions can be directed at x-4860.

7. DD Form 785, record of Disenrollment from Officer Candidate Type Training
Complete this form only if applicable. The command or activity responsible for processing the application obtains the DD Form 785. AFI 36-2012 tells where and how to obtain the form.
8. Official College Transcripts can be mailed to the following address:
94 MSS/DPMSC
WING RETENTION MANAGER
1430 FIRST ST. BLDG. 838 SUITE 1404
DOBBINS ARB GA 30069-5011

Attachment 1

STATEMENT OF UNDERSTANDING

I, _____, understand that I must attend the Academy of Military Science Course prior to commissioning.

I, _____, agree to meet the training requirements for the training category in which assigned and remain assigned for 3 years (non-rated) and 5 years (rated) after appointment.

PRINTED NAME/SSAN

DATE

MEMBER'S SIGNATURE

**AFI 36-2005
APPOINTMENT CHECKLIST**

IF APPLICANT IS		1	2	3	4	5
CIVILIAN/ENLISTED MEMBER APPLYING TO THE LINE		YES				
RESERVE OFFICERS (NON-LINE TO THE LINE; REQUIRES MAJCOM FUNCTIONAL MANAGER RELEASE)			YES			
FORMER OFFICERS (ANY SERVICE)				YES		
RESERVE OFFICERS OF OTHER SERVICES (INTERSERVICE TRANSFER)					YES	
REGULAR OFFICERS TWICE DEFERRED (PROJECTED SEPARATION OR WITHIN 12 MOS AFTER DISCHARGE)						YES
THEN APPLICANT MUST SUBMIT ORIGINAL AND 1 COPY OF THE FOLLOWING DOCUMENTS (WHERE APPLICABLE) TO THE RESERVE MILITARY PERSONNEL FLIGHT OR RESERVE RECRUITER						
A	AF Fm 24, Application for Appointment *Note 1	U/I	U/I	U/I	U/I	
B	AF Fm 1288, Application for Reserve Assignment	U/I	U/I	U/I	U/I	U/I
C	Certified Physical, SF 88, Report of Medical Examination and SF 93, Report of Medical History	U/I		U/I	U/I	
D	Member's Waiver Request (If applicable) *Note 2	U/I	U/I	U/I	U/I	U/I
E	Gaining Commander's Letter of Recommendation	U/I	U/I	U/I	U/I	U/I
F	AF Fm 2030, USAF Drug Abuse Certificate	U/I		U/I	U/I	
G	Statement that Applicant Meets all Requirements for Appointment (MPF or RS Official)	U/I				
H	All Official College Transcripts	U/I		U/I	U/I	
I	Participation Statement	U/I		U/I	U/I	U/I
J	DD Fm 368, Conditional Release (If applicable)	U/I			U/I	
K	Prior Service Records *Note 3			U/I	U/I	
L	Approved ARB/Revalidation (Rated Only) *Note			U/I	U/I	

	4					
M	Officer Training Statement	U/I				
N	AF Fm 556, Evaluation of Commissioning Applicants	U/I				
O	DD Fm 785, Record of Disenrollment from Officer Candidate Training (If Applicable)	U/I				
P	Record Review RIP or Officer Personnel Brief	U/I			U/I	
Q	Last Five OPRs or EPRs OR If None Rendered Provide Statement	U/I		U/I	U/I	U/I
R	Manning Statistics (Auth vs. Asgn) Waivers Only	U/I		U/I	U/I	U/I
S	AFOQT Scores	U/I				
T	Letters of Recommendation	U/I	U/I	U/I	U/I	U/I
U	AF Form 1289 (If Formal Training Required)	I	I	I		I

U = Unit Program
I = IMA Program

*Notes

1. Provide all pertinent military dates and validate prior service documents in item 17
2. All waivers must be processed thru command channels
3. This includes all oaths of office, promotion orders, point credit summary, and separation documents
4. AFI 36-2005, para. 2.7. and AFI 11-402, para. 3.10.2.1., attach 7, and ARPC supplement 1 to AFI 11-402 refers to the criteria required for rated officer positions to include the revalidation of flight physicals

*Revised Feb 02